




**The Secretary of Energy**  
Washington, DC 20585

December 18, 2002

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: SPENCER ABRAHAM   
SUBJECT: Fourth Annual Department-wide Small Business  
Conference

The Department of Energy's (DOE) Office of Small and Disadvantaged Business Utilization has begun planning for the Fourth Annual Small Business Conference. The conference will be held May 12-15, 2003, in Albuquerque, New Mexico. The theme of this year's conference "Securing Economic Freedom-Empowering Small Business" reflects the Department's response to the President's Agenda on Small Business as well as DOE's commitment to small business.

The success of the past conferences has been primarily due to the efforts and support of all departmental elements and the Department's prime contractors. I urge your continued support and remain fully committed to continue our efforts to provide contracting opportunities for small businesses. Making contract opportunities available to the small business community is one of my priorities for DOE, not only for this conference, but throughout the year. I encourage each of you to sponsor an exhibit booth and to send both a program manager and a procurement specialist to staff the booth and answer technical questions from small businesses.

As in past years, we will be inviting other Federal agencies to join us for the conference. We anticipate that a greater number of agencies will partner with us this year than ever before. Please join us for another successful conference.

